



City of Vaughan

By-law and Compliance, Licensing and Permit Services Department

# General By-law guide for renovators, fence installers, pavers, landscapers and pool installers



**Last updated: March 2020**

For more information, visit [www.vaughan.ca/businesslicensing](http://www.vaughan.ca/businesslicensing) and view the [Renovators, Fence Installers, Pavers, Landscapers and Pool Installers](#) webpage or the [By-law Library](#) webpage for all City of Vaughan regulatory legislation.

By-law and Compliance, Licensing and Permit Services  
Phone: 905-832-2281 | Fax: 905-832-8549 | Email: [bylaw@vaughan.ca](mailto:bylaw@vaughan.ca)  
Vaughan City Hall, Level 100, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1



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## How to use this guide

This information package is provided by the City of Vaughan By-law and Compliance, Licensing and Permit Services department (BCLPS) for information purposes only. It provides by-law and other regulatory requirements for renovators, fence installers, pavers, landscapers and pool installers. This information package is intended to assist licensees in understanding their legislative requirements when performing work in the City of Vaughan. Both property owners and licensees are responsible for ensuring that all legislative requirements of the municipality are met.

### Disclaimer

In the event of a discrepancy between the information in this document and the City of Vaughan By-laws, Ontario Building Code or Planning Act, the requirements established by the By-law, Code or Act shall prevail. The information contained in this guide was accurate at the date of publishing, as per the cover page.

If you require additional information, please contact the City of Vaughan at 905-832-2281. **Additional information**

Each section provides information about regulations, who to contact and how to apply for any required permits. In addition, each section ends with an “Additional information” table similar to this one:

Area	How to use this resource
Legislation	Review for a detailed understanding the applicable regulations.
Webpages	Review for a general overview of the regulations and relevant processes.
Additional resources	Review to understand resources which may be useful
Staff contacts	Contact this City of Vaughan department with any questions.

## Licences for renovators, fence installers, pavers, landscapers and pool installers

### Licences

The following businesses require a licence to operate in the city:

- renovators
- fence Installers
- pavers
- landscapers
- pool installers

These businesses are required to undertake various measures to protect consumers, employees and the community at large. Through licensing, BCLPS can better ensure that businesses comply with all City by-laws intended to ensure public health and safety, consumer protection and nuisance control.

## Which businesses need a licence

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If you perform any of the activities outlined in the City's [Licensing By-law 315-2005](#) under the renovator, fence installer, paver, landscaper and pool installer business categories, you are required to be licensed. Examples of these activities include:

- alteration, repair, or renovation of buildings or structures
- installation of swimming pools
- installing fences, bannisters or rails, including pool enclosures
- paving, resurfacing, repairing or sealing driveways or parking lots on private property, which may include municipal boulevards adjacent to such private property
- creating, altering or maintaining "soft landscaping" which refers to vegetation, and "hard landscaping", such as patio stones, concrete, decorative architectural structures or non-horticultural elements
- persons who solicit or advertise any of the above activities, or who hold themselves out to the public as performing any of these activities

For example, the following would require a City of Vaughan licence:

- carpenters
- framers
- roofers
- painters
- tile setters
- tree removal companies

## Which businesses do not need a licence

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Some persons do not require a City of Vaughan contractor licence, such as persons:

- who are employed by a licensed renovator, fence installer, paver, landscaper and pool installer, but who do not perform work outside of their employment
- whose principle business is to construct new buildings covered by Tarion
- in trades which are licensed or otherwise certified by provincial legislation

For example, homebuilders, electricians and plumbers do not require a City of Vaughan licence.

## How to apply for a contractor licence

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You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

By-law and Compliance, Licensing and Permit Services Department

Vaughan City Hall

2141 Major Mackenzie Dr., 1<sup>st</sup> floor

Vaughan, ON L6A 1T1

Phone: 905-832-2281

Email: [bylaw@vaughan.ca](mailto:bylaw@vaughan.ca)

Application form: [Renovator, fence installer, paver, landscaper and pool installer application](#)

## Fees

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Businesses who are members of a City-approved professional association may be eligible for a 20 per cent discount; as well, contractors who hold an equivalent licence in another municipality may qualify for a reduced initial fee.

**FIGURE 1 – LICENCE FEES FOR RENOVATORS, FENCE INSTALLERS, PAVERS, LANDSCAPERS AND POOL INSTALLERS**

Licence	2022		2023	
	Initial	Renewal	Initial	Renewal
<b>Fence installer</b>	\$459.00	\$219.00	\$493.00	\$221.00
<b>Landscaper</b>	\$467.00	\$219.00	\$502.00	\$221.00
<b>Paver</b>	\$467.00	\$215.00	\$502.00	\$217.00
<b>Pool installer</b>	\$467.00	\$215.00	\$502.00	\$217.00
<b>Renovator</b>	\$467.00	\$219.00	\$502.00	\$221.00

## Consumer and employee protection measures

Licensees are required to undertake several consumer and employee protection measures, such as:

- providing services in compliance with all relevant City By-laws, regulations and related decisions
- carrying a minimum of \$2 million in commercial general liability insurance coverage for their work
- providing a list of all relevant City By-laws and required permits to a customer in writing prior to providing a written contract
- providing a written contract to their customer, specifying the work that will be performed and the payment schedule, prior to accepting any payments
- displaying their business name and licence number on a City-issued placard on the dashboard of any vehicles used in connection with their business, as well as on any advertising or promotional devices as required.

See [Licensing By-law 315-2005](#) for full details and additional requirements.

## Additional information

Area	Resource
Legislation	<a href="#">Licensing By-law 315-2005</a>
Webpage	<a href="#">Renovators, fence installers, pavers, landscapers and pool installers</a>
Staff contacts	By-law and Compliance, Licensing and Permit Services Phone: 905-832-2281 Email: <a href="mailto:bylaw@vaughan.ca">bylaw@vaughan.ca</a>

## What every licensee should know

This document contains general sections which will apply to most licensees, such as:

- [how property can be used](#)
- [noise](#)
- [garbage and debris](#)
- [encroachment onto City of Vaughan property](#)
- [trees](#)
- [signs and promotional devices](#)
- [parking and idling](#)
- [property standards](#)
- [minor variances](#)

BCLPS suggests that contractors become familiar with the requirements outlined in these general sections, as well as the sections which pertain to their specific types of contracted work.

## How property can be used

There are two main documents that govern the way neighbourhoods are organized in Vaughan: the [City of Vaughan Official Plan 2010](#) and the [City of Vaughan Zoning By-law](#).

The Official Plan outlines effective, sustainable and successful city-building, and sets a strategy to manage future growth and make land-use decisions responsibly, while protecting the cultural heritage and natural environment of the city. The Zoning By-law is intended to establish the rules that will achieve the objectives of the Official Plan and create harmonious neighbourhoods. This is done by ensuring that incompatible uses are not allowed on adjacent properties, and by setting regulations on lot size, type of buildings, height of fences, distances between structures, property lines and other factors.

### Zoning, property standards and property usage

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All properties in the city of Vaughan are zoned for a specific type of use. Some examples of zones in Vaughan include, residential, commercial, industrial and agricultural.

As per the Zoning Bylaw, a property cannot be used for a different purpose than the one for which it is zoned. For example, you may not operate a renovator, fence installer, paver, landscaper and pool installer business from a residential property, and the following are prohibited on residential properties:

- a Contractor's Yard, such as to store materials, equipment or commercial vehicles
- a Building Supply outlet to distribute goods

Note, that the Zoning By-law permits certain business uses in residential properties, such as some regulated health professionals.

As well, Section 5.1 of the Property Standards By-law requires that yards must be kept clean and free of:

- building and garden equipment and materials, unless stored neatly in the rear yard
- machinery and its parts
- damaged or dilapidated landscape or garden features such as awnings, marquees, canopies, garden furniture, pergolas, trellis, lattice, statues and benches
- constructions bins, unless they are actively being used in connection with construction of the building

See the by-law for full details or contact the Building Standards department at 905-832-8510. Additional information

Area	How to use this resource
Legislation and official documents	<ol style="list-style-type: none"> <li><a href="#">The City of Vaughan Official Plan 2010</a></li> <li><a href="#">The City of Vaughan Zoning By-law 1-88</a></li> <li><a href="#">Property Standards By-law 231-2011</a></li> </ol>
Webpages	<a href="#">Zoning by-laws</a>
Staff contacts	Policy and Planning Phone: 905-832-2281 TTY: 1-866-543-0545 Email: <a href="mailto:policyplanning@vaughan.ca">policyplanning@vaughan.ca</a>

## Noise

[Noise Control By-law 96-2006](#) regulates noise within the city, including noise levels and the times at which noise can occur. Its intent is to protect and preserve the quiet, peace, rest, enjoyment, comfort and convenience of City residents, businesses and visitors. The by-law prohibits:

- the operation of any construction vehicle or equipment in connection with the construction of any building or structure work, or other engine or machine, before 7 a.m. and after 7 p.m., Monday to Saturday, and anytime on Sundays or on statutory holidays
- the loading or unloading of a transport truck or commercial vehicle before 7 a.m. and after 11 p.m.

### How to apply for a Noise Permit

The By-law allows for two types of noise exemptions: special events and construction-related noise. A person must apply for a Noise Exemption in person at least 60 days prior to the specific event or construction work as outlined [online](#). You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

By-law and Compliance, Licensing and Permit Services Department  
 Vaughan City Hall  
 2141 Major Mackenzie Dr., 1<sup>st</sup> floor  
 Vaughan, ON L6A 1T1  
 Telephone: 905-832-2281  
 Email: [bylaw@vaughan.ca](mailto:bylaw@vaughan.ca)

Application forms: [HYPERLINK "http://www.vaughan.ca/bylaw"](http://www.vaughan.ca/bylaw)

[Construction Noise Exemption Application](#)

[Special Event Noise Exemption Application](#)



## Additional information

Area	Resource
Legislation	<a href="#">Noise Control By-law 96-2006</a>
Webpage	<a href="#">Noise</a>
Staff contacts	By-law and Compliance, Licensing and Permit Services Telephone: 905-832-2281 Email: <a href="mailto:bylaw@vaughan.ca">bylaw@vaughan.ca</a>

## Garbage and debris

Dumping garbage and debris can create a health and safety hazard, as well as detract from the beauty of the community.

**FIGURE 14 - EXAMPLE OF DUMPING**



Under [Littering and Dumping By-law 3-2004](#), it is illegal to dump waste on a highway, public property or private property in the city of Vaughan. Individuals found dumping are subject to a maximum fine of \$5,000 per offence.

“Waste” includes refuse, rubbish, junk or disused material of any kind whatsoever and includes, but is not limited to, septic tank liquor, wet and dry sewage disposal sludge, contents of privy vaults, cesspools and holding tanks for human excrement, paper, handbills, inoperative motor vehicles, appliances, the remains of any dead animal, disused furniture, old clothing, garden refuse, earth or rock fill, old or decayed lumber, material from construction or demolition projects, machinery, equipment, materials or any other apparently disused structures and/or abandoned items.

Contractors must ensure they properly dispose of any materials associated with their work, including materials which they have removed or used, such as shingles, broken up driveway pieces, landscaping, equipment or chemicals.

## Additional information

Area	Resource
Legislation	<a href="#">Littering and Dumping By-law 3-2004</a>
Webpage	<a href="#">Dumping</a>
Staff contacts	By-law and Compliance, Licensing and Permit Services Telephone: 905-832-2281 Email: <a href="mailto:bylaw@vaughan.ca">bylaw@vaughan.ca</a>

## Encroachment onto City of Vaughan property

When an individual's or organization's landscaping, vegetation or other man-made object extends onto or is located wholly on City of Vaughan lands, it is considered an "encroachment." Encroachments are considered simple, complex and unauthorized, and can occur in the front, side or back yard of a property.

Unauthorized encroachments are those that:

- represent a hazard to the public
- the infrastructure, utilities or City operations

Some examples of unauthorized encroachments include:

- extending a backyard beyond the property line into a park, such as with a garden, shed, fence, or sports equipment
- building onto or planting onto the boulevard in a front yard, such as putting up a fence, planting trees and bushes, installing raised gardens, raising the curb or installing permanent sports equipment

An encroachment onto a boulevard, or municipal land, may be permitted if zoning and relief requirements are satisfied, and at least one of the following conditions are met:

- it is considered a simple encroachment that meets all of the requirements under the by-law
- it is considered a complex project and permit is obtained
- there is an existing encroachment agreement or permit in place and the encroachment doesn't deviate from what is being permitted

## How to apply for an Encroachment permit

A person can apply for an Encroachment Permit by submitting the [Encroachment application](#). If approved, the applicant must execute the permit and pay any applicable expenses within 30 days of being notified. You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

By-law and Compliance, Licensing and Permit Services Department  
 Vaughan City Hall  
 2141 Major Mackenzie Dr., 1<sup>st</sup> floor  
 Vaughan, ON L6A 1T1  
 Telephone: 905-832-2281  
 Email: [bylaw@vaughan.ca](mailto:bylaw@vaughan.ca)  
 Application form: [Encroachment Application](#)

### Additional information

Area	Resource
Legislation	<a href="#">Encroachment By-law 054-2016</a>
Webpage	<a href="#">Encroachment By-law</a>
Staff contacts	By-law and Compliance, Licensing and Permit Services Telephone: 905-832-2281 Email: <a href="mailto:bylaw@vaughan.ca">bylaw@vaughan.ca</a>

## Trees

### Trees on City of Vaughan property

The City Public Tree Protection By-law prohibits any person from doing the following to any tree located on City property:

- abuse
- burn
- cut down
- carve
- damage
- destroy
- injure
- paint
- paste
- peel
- prune
- pull up
- remove
- scrape
- tack
- top
- transplant
- trim

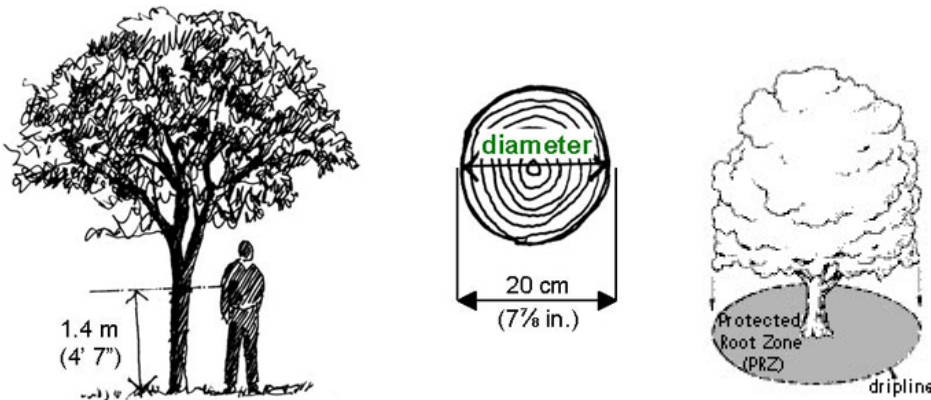
### Trees on private property

It is a contravention of the Private Property Tree Protection By-law to injure or destroy a tree (with a diameter of 20 centimetres or more) on private property. Any of the following are considered injury or destruction:

- applying chemicals to the tree
- compacting and regrading within the dripline of the tree

- cutting the tree
- girding of the tree or roots
- interfering with the water supply
- removing the tree

**FIGURE 13 - ILLUSTRATION ADVISING WHEN A TREE REMOVAL PERMIT AND TREE PROTECTION PLAN IS REQUIRED**



### How to apply for a Tree Removal permit

A tree removal permit and tree protection plan is required if construction activity requires the removal or cutting of any tree that is 20 centimetres in diameter or greater when measured 1.4 metres from the ground level, as well as for regrading within the drip line of any existing tree(s).

You can apply in-person for this permit at the department below, open Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

Transportation Services, Parks and Forestry Operations Department  
Vaughan City Hall  
2141 Major Mackenzie Dr., 1<sup>st</sup> floor  
Vaughan, ON L6A 1T1  
Telephone: 905-832-2281

Application forms:

[Private Tree Removal Application Form for Dead, Hazardous or Ash Tree](#)

[Private Tree Removal Application Form Residential](#)

[Private Tree Removal Application Form Construction or Infill](#)

## Additional information

Area	Resource
Legislation	<a href="#">Tree Protection By-law</a>
Webpage	<a href="#">Tree bylaws and policies</a>
Staff contacts	Transportation Services, Parks and Forestry Operations Telephone: 905-832-8577 Email: <a href="mailto:accessvaughan@vaughan.ca">accessvaughan@vaughan.ca</a>

## Signs and promotional devices

The City regulates signs and other advertising devices on public and private property in order to protect public safety and maintain community standards. Businesses, contractors or individuals are not permitted to post signs on City property, such as, but not limited to, boulevards (the land closest to the road), stop signs and streetlight poles. In addition, certain types of signs and advertising devices are not permitted within the City, such as lawn signs, placards, posters and stickers.

Through the [Building Standards Department](#), persons can apply for permitted types of signage, such as temporary A-frame or mobile signs in commercial or industrial zones, or permanent signs such as wall and ground signs in permitted areas.

Fence installers, landscapers, pavers, pool installers and renovators must include their licence number on all promotional material used in the City of Vaughan as described in the [Licensing By-law](#). In addition, licensees are required to display a City-issued placard on the dashboard of any vehicles used in connection with their business.

### How to obtain City-issued contractor placards

Placards are issued to Renovators, Fence Installers, Pavers, Landscapers and Pool Installers with their licence at the time of licensing.

### How to apply for a Sign permit

You can apply for a sign permit in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

Building Standards Department  
 Vaughan City Hall  
 2141 Major Mackenzie Dr., 1<sup>st</sup> floor  
 Vaughan, ON L6A 1T1

Telephone: 905-832-8510

Email: [buildingstandards@vaughan.ca](mailto:buildingstandards@vaughan.ca)

Application forms: [Portable Signs](#) | [Fixed Signs](#)

## Additional information

Area	Resource
Legislation	<a href="#">Sign By-law 203-92, 178-2003</a> , and amendments <a href="#">Licensing By-law 315-2005</a>
Webpages	<a href="#">Building Permit Administration</a> <a href="#">Sign By-law</a>
Additional resources	<a href="#">Sign variance application</a>
Staff contacts	Building Standards Department Telephone: 905-832-2281 Email: <a href="mailto:buildingstandards@vaughan.ca">buildingstandards@vaughan.ca</a>

## Parking and idling

### Parking

The City regulates parking to ensure streets and walkways are safe and functional for both pedestrians and vehicles. The by-law supports good traffic flow, prevents obstructed sightlines and ensures parked vehicles do not interfere with road maintenance. On-street parking permits are available online for visitors and for residents who need to park on the street due to construction on their properties. Learn more at [vaughan.ca/parking](http://vaughan.ca/parking).

### Parking prohibitions

Unless otherwise posted or allowed by permit, the following prohibitions apply:

- No parking on the street overnight between 2 a.m. and 6 a.m.
- Parking is not permitted on the street for more than three hours.
- No parking within 9 metres of an intersection.
- No parking within 3 metres of a fire hydrant.
- No parking in a manner that will interfere with movement of traffic or snow removal.
- No parking more than 15 centimetres from the curb.
- Commercial vehicles are not allowed to park on a residential lot, unless they are actively being used.

## How to apply for a parking permit

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Every resident vehicle that parks on the road due to construction requires a construction parking permit. Construction parking permits may be issued for no more than 30 calendar days within a calendar year. Permits are not transferable between license plates.

You can apply [online](#) or in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

By-law and Compliance, Licensing and Permit Services Department  
 Vaughan City Hall  
 2141 Major Mackenzie Dr., 1<sup>st</sup> floor  
 Vaughan, ON L6A 1T1  
 Phone: 905-832-2281  
 Email: [bylaw@vaughan.ca](mailto:bylaw@vaughan.ca)

For more information, please visit [vaughan.ca/parking](http://vaughan.ca/parking).

## Idling

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As per [Idling By-law 170-2004](#), no person may cause or permit a vehicle to idle for more than five consecutive minutes when the temperature is between 5°C and 27°C. See the by-law for complete details and exceptions.

## Additional information

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Area	Resource
Legislation	<a href="#">Parking By-law</a> <a href="#">Idling By-law</a>
Webpage	<a href="#">Parking Permits</a>
Staff contacts	By-law and Compliance, Licensing and Permit Services Telephone: 905-832-2281 Email: <a href="mailto:bylaw@vaughan.ca">bylaw@vaughan.ca</a>

## Property standards for yards

[Property Standards By-law 231-2011](#) requires that owners keep their yards clean and free from:

- domestic storage such as firewood, building materials, garden equipment and materials, unless such is stored neatly, but only in the rear yard and not in the front, interior or exterior side yards
- machinery or parts thereof
- construction bins, unless they are actively being used in connection with the construction or demolition of a building or structure
- holes, excavations or any unprotected wells that create a hazard
- rubbish, garbage, brush, waste, litter, trade waste and other debris
- weeds and grass exceeding 8 inches in height

Contractors must ensure they remove the materials associated with their work, including those which they have removed or used, such as shingles, broken up driveway pieces, landscaping, equipment or chemicals.

### Additional information

Area	Resource
Legislation	<a href="#">Property Standards By-law 231-2011</a>
Webpage	<a href="#">Property standards and yard maintenance</a>
Staff contacts	By-law and Compliance, Licensing and Permit Services Telephone: 905-832-2281 Email: <a href="mailto:bylaw@vaughan.ca">bylaw@vaughan.ca</a>

## Minor Variance

When property owners would like to ask for an exception to a regulation in the Zoning By-law, they can apply for a Minor Variance. Such variance applications are considered by the Committee of Adjustment, an autonomous tribunal that operates under the authority of [Planning Act, R.S.O. 1990](#).

Section 45 of the Planning Act empowers the Committee of Adjustment to grant minor variances to an existing by-law. To be considered, the variance requested must:

- meet the general intent and purpose of the by-law
- meet the general intent and purpose of the Official Plan
- be desirable for the appropriate development of the applicable lands, building or structure
- be minor in nature



The committee also has the authority to grant the enlargement or extension of a legal non-conforming use, and impose conditions if an application is approved, which may be required before permit issuance.

## How to apply for a Minor Variance

You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

Office of the City Clerk, Vaughan City Hall  
 2141 Major Mackenzie Dr., 1<sup>st</sup> floor  
 Vaughan, ON L6A 1T1  
 Telephone: 905-832-2281  
 Application form: [Minor Variance Application Form](#)

## Additional information

Area	Resource
Legislation	<a href="#">Planning Act, R.S.O. 1990</a> – Minor Variance, Section 45 <a href="#">Zoning By-law</a> Various other legislation depending on the proposed work.
Webpage	<a href="#">Committee of Adjustment - the City of Vaughan</a>
Staff contacts	To discuss whether a variance application is needed, speak to a Zoning Plans Examiner in the Building Department, located on the 1st Floor of Vaughan City Hall.  Committee of Adjustment Telephone: 905-832-2281 Email: <a href="mailto:CofA@vaughan.ca">CofA@vaughan.ca</a>  Building Standards (Zoning) Telephone: 905-832-8510 Email: <a href="mailto:buildingstandards@vaughan.ca">buildingstandards@vaughan.ca</a>  Development Planning Department Telephone: 905-832-2281 Email: <a href="mailto:developmentplanning@vaughan.ca">developmentplanning@vaughan.ca</a>  Development Engineering and Infrastructure Planning Department Telephone: 905-832-2281 Email: <a href="mailto:developmentengineering@vaughan.ca">developmentengineering@vaughan.ca</a>  Toronto and Region Conservation Authority

Area	Resource
	Telephone: 416-661-6600 Email: <a href="mailto:info@trca.on.ca">info@trca.on.ca</a>

## Swimming pools

This section displays diagrams of standards for common scenarios, however applicants should confirm actual requirements for their lots with City staff. There are some instances in which minimum requirements may be greater than those illustrated below, such on land protected by the Toronto Regional Conservation Authority.

### Location of pools

Swimming pools can only be constructed in the rear yard and must meet prescribed setbacks as illustrated in the following figures.

**FIGURE 2 – PERMITTED LOCATION FOR SWIMMING POOLS – INTERIOR LOT**

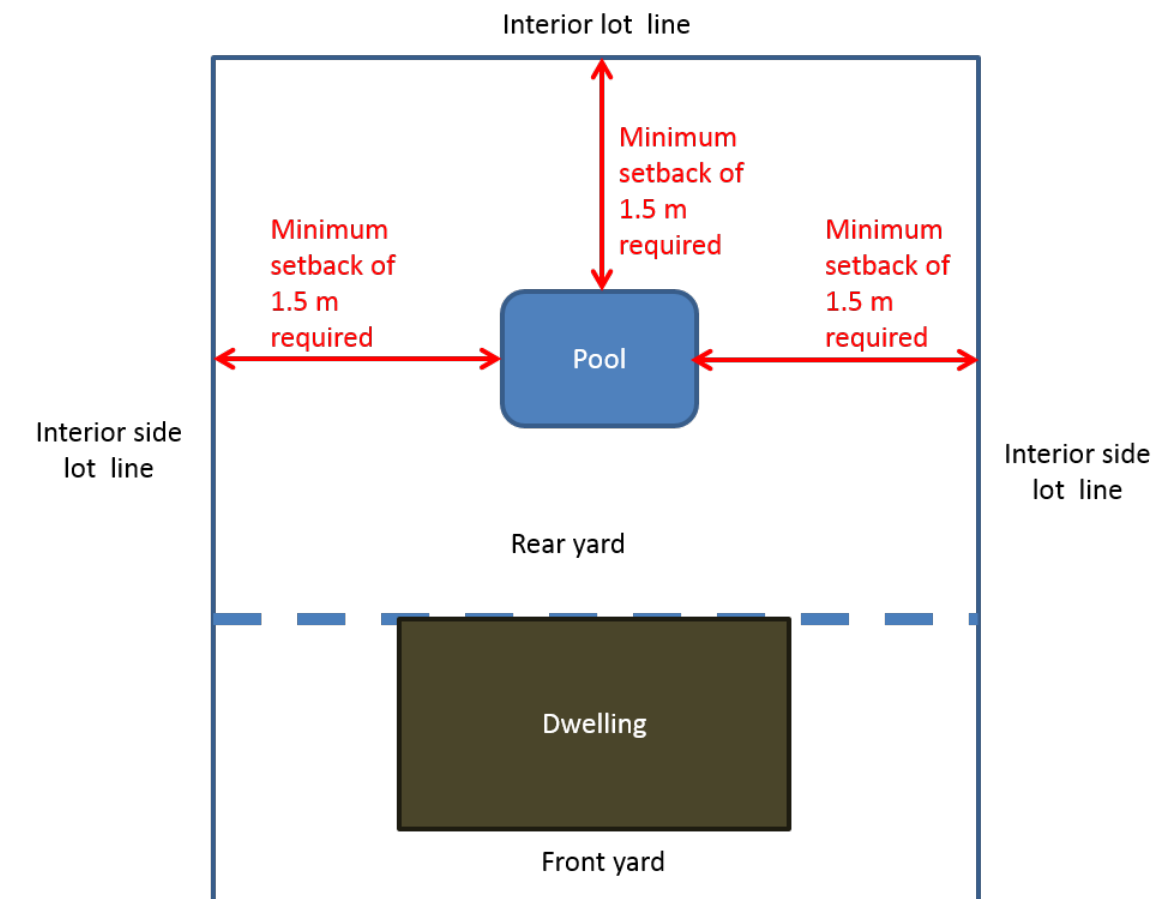
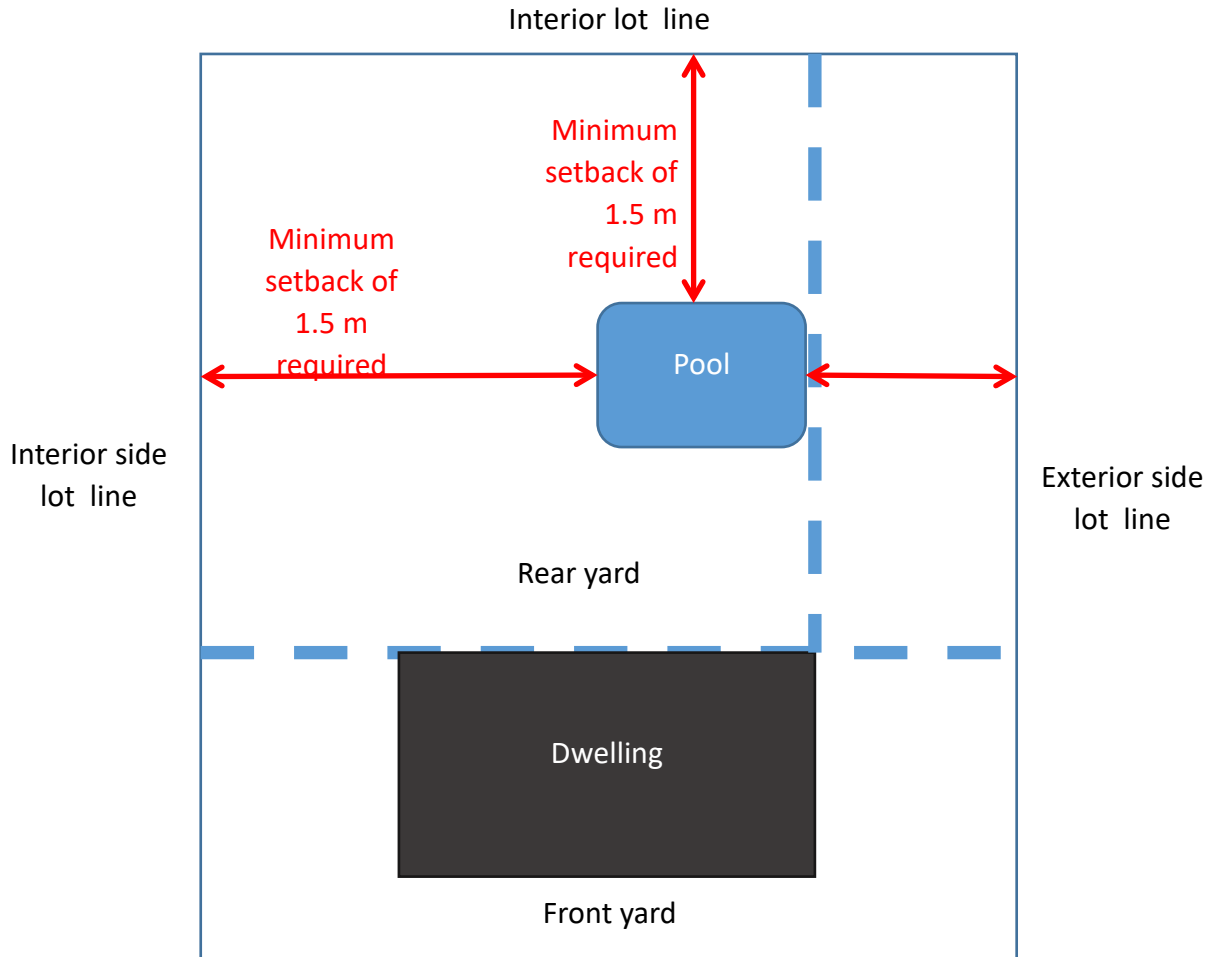


FIGURE 3 – PERMITTED LOCATION FOR SWIMMING POOLS – CORNER LOT



## Equipment location

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Equipment for swimming pools can only be installed in the interior side yard, exterior side yard or rear yard. Equipment setback requirements vary; Notwithstanding the yard requirements of the City of Vaughan Zoning By-law, the following external ground-mounted equipment shall be permitted in any required side yard or rear yard of residential lots:

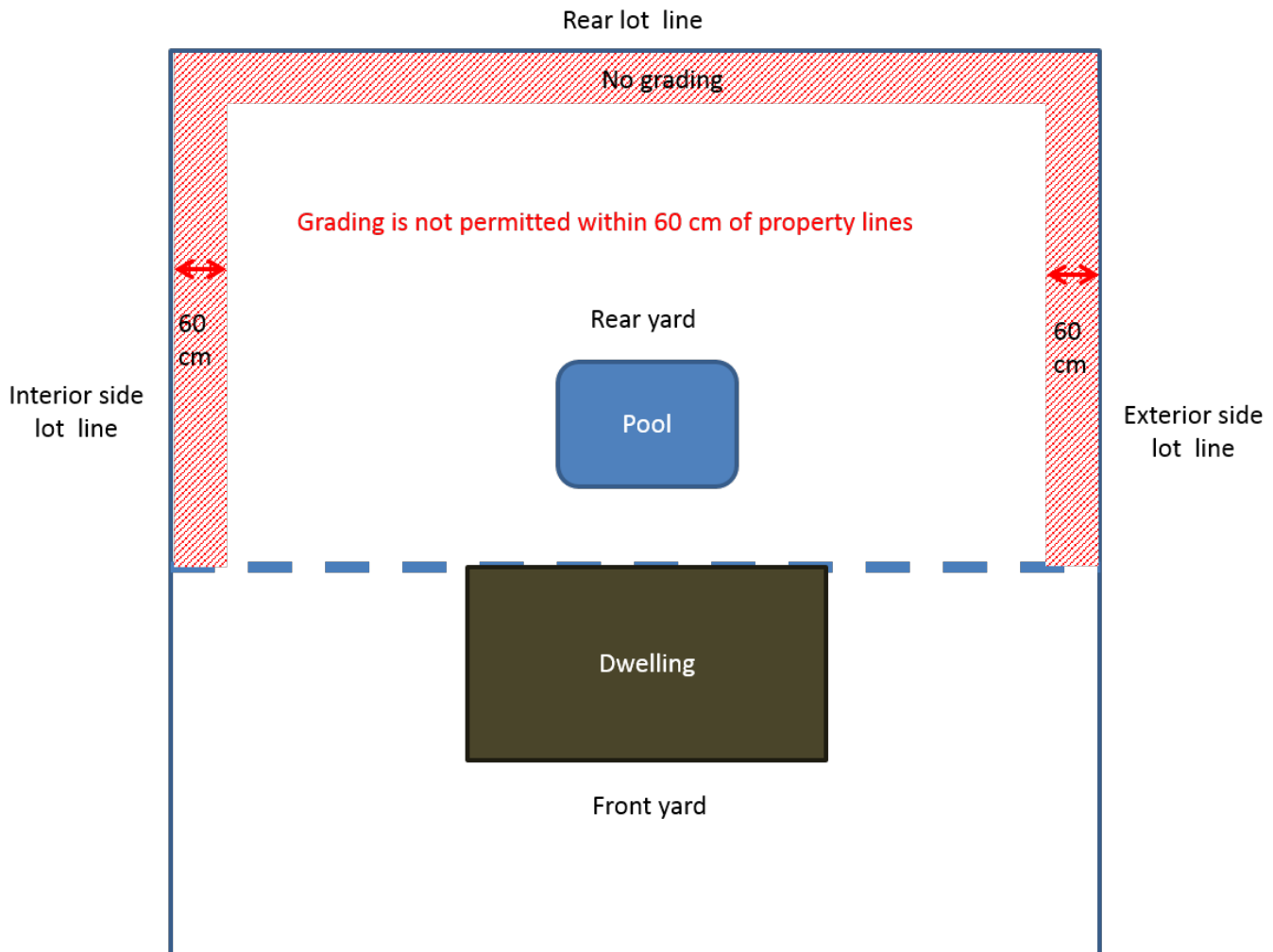
- Central Air Conditioner and/or Heat Pump Units shall be permitted in the interior side yard with a minimum setback of 0.6 metres.
- Central Air Conditioner and/or Heat Pump Units are permitted to encroach a maximum of 1.5 metres into the required rear yard, and exterior side yard, provided that the encroachment only occurs on yards having flankage on local roads

For specific equipment location information, please contact the Building Standards department at 905-832-8510.

## Grading

Changes to the grade are not permitted within 60 centimetres of property lines.

**FIGURE 5 – GRADE CHANGE RESTRICTIONS FOR SWIMMING POOLS**



## Pool enclosure requirements

As set out in the Fence By-law, the following requirements apply:

- Fences must be a minimum of 1.2 metres high and meet the construction standards.
- A fence in the rear or side yard is limited to a maximum height of 1.8 metres.
- A pool enclosure must be equipped with self-closing and self-latching device on the inside of the gate at a point not less than 1.2 metres in height.

- Fencing around a pool cannot be higher than 5 centimetres above ground level at any point.
- No person may place water in a pool or allow water to remain in a pool unless the prescribed fencing or walls have been erected.

## How to apply for a Pool Enclosure permit

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If a private property has a body of water that is outdoors that is not part of a natural environment, and is more than 76 centimetres (30 inches) deep, the property owner is required to construct a fence around the water, which requires a fence permit. Examples of these bodies of waters include swimming pools.

You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

Development Engineering and Infrastructure Planning Department  
Vaughan City Hall  
2141 Major Mackenzie Dr., 2<sup>nd</sup> floor, South loft  
Vaughan, ON L6A 1T1  
Phone: 905-832-8585

Application form: [Pool enclosure application](http://www.vaughan.ca/bylaw) HYPERLINK "http://www.vaughan.ca/bylaw"

## Inspections

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When an in-ground pool is installed, the homeowner must arrange the following inspections with the following three departments listed below:

1. *Development Engineering and Infrastructure Planning*

This inspection is required after the pool installation has been completed. The purpose of the inspection is to make sure all grading and landscaping changes completed with the pool installation are in accordance with the approved drawings.

2. *By-law and Compliance, Licensing and Permit Services*

This inspection is required before water is placed in the pool. The purpose of the inspection is to make sure that the requirements of City of Vaughan by-laws have been complied with. The officer conducting the inspection will review the pool enclosure, gate hardware, and the location of the pool, associated equipment and any other accessory structures.

3. *Transportation Service, Parks and Forestry Operations*

This inspection is required after the pool installation has been completed. The purpose of the inspection is to check for any damage to public property and ensure any damage is restored to the original condition by the pool installer.

## Other requirements

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The following additional information will be required upon application if applicable:

- approval from [Toronto and Region Conservation Authority](#) if on protected land
- a [Tree Removal Permit](#) from Transportation Services, Parks and Forestry Operations
- a [Road Occupancy Permit](#) or Park Access as per the [Roadway Permits](#) from Transportation Services, Parks and Forestry Operations
- any other documents that pertain to your project, such as a [Committee of Adjustment](#) approval for a work which falls under the [Minor Variance](#) category

If applicable, these other requirements may impact the requirements outlined in previous sections.

## Additional information

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Area	Resource
Legislation	<a href="#">Zoning By-law</a> <a href="#">Fence By-law 80-90 Section 7 and its amendments</a> <a href="#">Tree Protection By-law</a>
Webpages	<a href="#">Development Inspections and Lot Grading</a> <a href="#">Toronto and Region Conservation Authority</a> <a href="#">Tree By-laws and Policies</a> <a href="#">Roadway permits</a> <a href="#">Committee of Adjustment</a>
Additional resources	<a href="#">Tree Removal permit</a> <a href="#">Road Occupancy permit</a> <a href="#">Minor Variance application</a>
Staff contacts	Development Engineering Telephone: 905-832-2281 Email: <a href="mailto:developmentengineering@vaughan.ca">developmentengineering@vaughan.ca</a>

## Sheds, accessory structures and design elements

This section addresses the requirements for sheds, accessory structures and design elements.

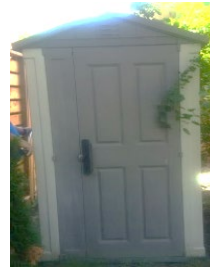
**FIGURE 6 – EXAMPLES OF SHEDS, ACCESSORY STRUCTURES AND DESIGN ELEMENTS**



Design  
element



Accessory  
structure



Shed

### Garden/storage sheds

A garden/storage shed is a detached building that does not exceed the maximum permitted floor area on a lot, based on lot frontage as follows:

**FIGURE 7 – PERMITTED AREA FOR GARDEN OR STORAGE SHEDS**

Lot Frontage	Maximum Floor Area
Less than 9 metres	6 square metres
9 to 17.99 metres	8 square metres
18 metres and greater	10 square metres

Other requirements of garden or storage sheds:

- A garden or storage shed must be in the rear yard.
- The minimum setback from the rear and interior side lot line must be 0.6 metres.
- In corner lots, the setback from exterior lot lines must be equal to the setbacks required for the main use on the same lot.
- The maximum height shall not exceed 2.5 metres from finished grade to the highest point on the structure.
- Eaves, gutters and other similar projections belonging to the shed may encroach no more than 0.3 metres into the required yard.

Applicants should confirm the specific requirements for their lot, as greater restrictions may apply.



## Accessory structures

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When the floor area of a structure exceeds the maximum floor area permitted for a shed on a specific lot, the structure shall be deemed an accessory structure and is subject to the following requirements:

- Accessory structures are required to be in the rear yard.
- No more than the lesser of 10 per cent or 67 square metres of the lot area can be covered by accessory buildings and structures.
- The maximum height cannot exceed 4.5 metres from finished grade to the highest point on the structure.
- The maximum height of any accessory building or structure measured from the average finished ground level to the highest point of the said building or structure shall be 4.5 metres. The nearest part of the roof shall not be more than three (3) metres above finished grade.
- Accessory structures must meet the setback requirements of the main dwelling unit on the lot.
- No accessory building or structure can be used for human habitation.
- No accessory building or structure built under a pool permit enclosure, addition or infill permit shall be permitted to interfere with rear and side yard lot line swales or rear lot catch basins.
- No changes to the grade are permitted within two feet of any lot line.
- Drainage or weeping tiles will not be accepted as a substitute for drainage swales.

## Architectural and design elements

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If an architectural or design element that is greater than 1.8 metres in height is used in the hard landscaping of any yard, it must be set back from the property line a distance at least equal to its height.

## How to apply for a Detached Garage and Shed/Gazebo/Cabana Building Permit

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A permit is required for a shed, accessory structure or design element that:

- is 10 square metres or more
- is attached to a house or another structure
- contains plumbing regardless of the size of the structure

A permit is also required if an accessory structure is being demolished if the accessory structure measures 10 square metres or more.

You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

Building Standards Department  
Vaughan City Hall  
2141 Major Mackenzie Dr., 1<sup>st</sup> floor

Vaughan, ON L6A 1T1

Telephone: 905-832-8510

Email: [buildingstandards@vaughan.ca](mailto:buildingstandards@vaughan.ca)

Application form: [Detached garage and shed/gazebo/cabana - building permit application form](#) [HYPERLINK](#)

## Additional information

Area	Resource
Legislation	<a href="#">Zoning By-law</a>
Webpage	<a href="#">Building permit web page</a>
Application form	<a href="#">Detached garage and shed/gazebo/cabana - building permit application form</a>
Staff contacts	Telephone: 905-832-8510 Email: <a href="mailto:buildingstandards@vaughan.ca">buildingstandards@vaughan.ca</a>

## Fences and retaining walls

As per [Fence By-law 80-90](#), the following regulations apply.

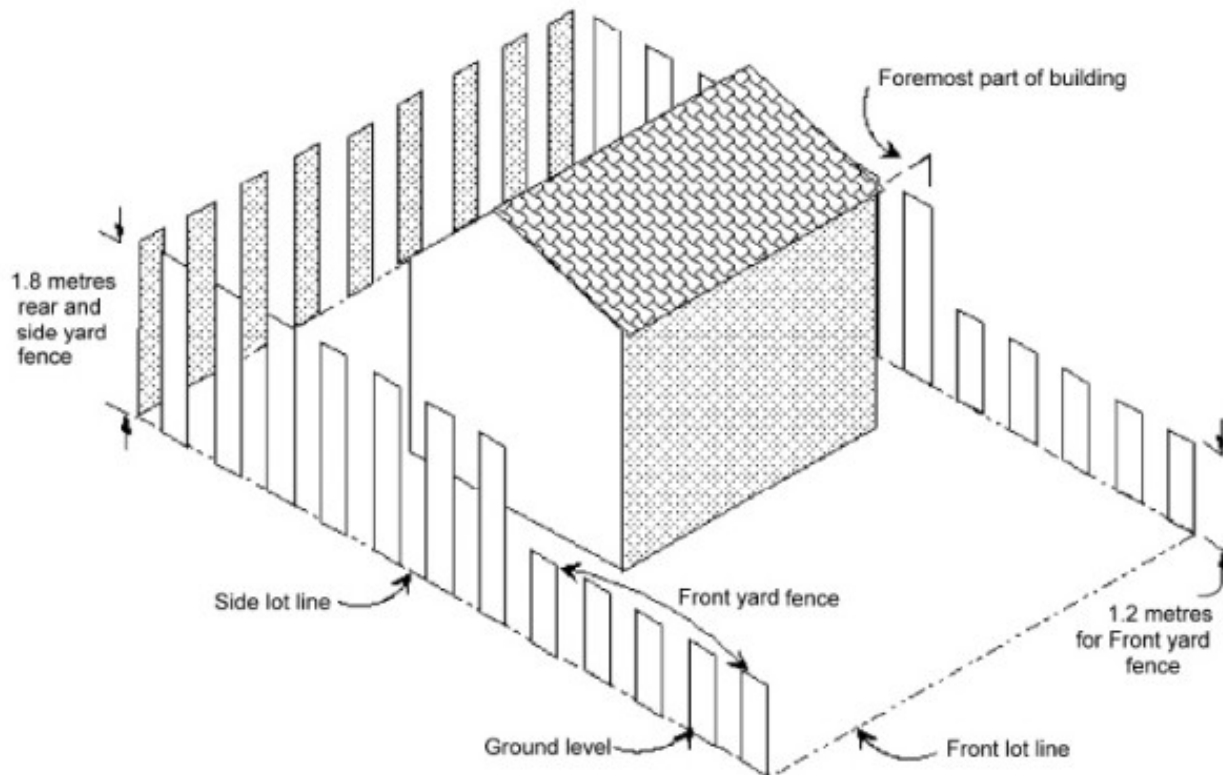
### Fences in residential zones

The following applies to fences in residential zones:

- Fences no greater than 1.8 metres in height are permitted in interior, exterior and rear yards. See the section on divisional fences for further restrictions in the interior side yard.
- Fences no greater than 1.2 metres in height are permitted in front yards.
- No barbed wire or other sharp materials shall be used to construct a fence.
- Fences shall be structurally sound and uniform in appearance.

### Retaining Walls

- Retaining walls shall not exceed 1 metre in height if erected on a property line between two residential lots.
- If a retaining wall exceeds 1 metre in height it shall be set back from the nearest property line a distance equal to its height.

**FIGURE 8 – EXAMPLE OF PERMITTED FENCE HEIGHTS IN A RESIDENTIAL AREA HOME**

## Fences in commercial and industrial zones

- Fences no greater than 3 metres in height are permitted.
- Fences shall be structurally sound and uniform in appearance.

## Divisional Fence

- A division fence is one that runs along the property line between your property and your neighbour's property.
- A divisional fence shall not be greater than 20 centimetres wide when it straddles a property boundary.
- A fence constructed in the interior side yard may have a height of 1.8 metres up until the corner of the wall containing the front door of the dwelling or the adjacent dwelling or whichever is closer.

## Easements

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- Where a maintenance easement exists, all fences on a property boundary must contain a gate within the limits of the easement which is at least 0.9 metres in width and provides access to the easement lands.
- All fences over a drainage easement or watercourse must contain a water gate sufficient to ensure adequate drainage. All water gates shall be kept free from obstructions.

## Pool enclosure

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When there is a pool on the property, a pool enclosure permit is required for the fencing. Please see the section of this document entitled [Swimming pools](#).

## Fence Height Exemption

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People who would like to build a fence which exceeds the maximum height restrictions may apply for a [Fence Height Exemption](#). No other elements beyond the specified height are eligible for exemption.

## How to apply

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You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

By-law and Compliance, Licensing and Permit Services Department  
 Vaughan City Hall  
 2141 Major Mackenzie Dr., 1<sup>st</sup> floor  
 Vaughan, ON L6A 1T1  
 Telephone: 905-832-2281  
 Email: [bylaw@vaughan.ca](mailto:bylaw@vaughan.ca)  
 Application form: [Fence height exemption application](#)

## Additional information

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Area	Resource
Legislation	<a href="#">Fence By-law 80-90</a> <a href="#">Property Standards By-law 231-2011</a> <a href="#">Zoning By-law</a>
Webpage	<a href="#">Fences</a>
Staff contacts	By-law and Compliance, Licensing and Permit Services Telephone: 905-832-2281 Email: <a href="mailto:bylaw@vaughan.ca">bylaw@vaughan.ca</a>

## Driveway widening and hard/soft landscaping

In the City of Vaughan, each property is required to have a certain proportion of landscaping. As per the Zoning By-law, “landscaping” includes “soft landscaping” which refers to vegetation, and “hard landscaping”, such as patio stones, concrete, decorative architectural structures or non-horticultural elements; however, it does not include driveways or parking.

The proportion of landscaping required in a front or exterior yard is dependant on the size of the property, as explained below. These restrictions exist for several reasons, such as to ensure proper drainage, keep the appropriate ratio between permeable and impermeable surfaces, and maintain appropriate community standards.

### Landscaping requirements

In the R1V, R1, R2, R3, R4, R5, RUV1, RUV1(WS), RV2, RV2(WS), RV3, RV3(WS), RV4, RV4(WS), RVM1(A), RVM1(B), RVM1(A, B), RVM1(WS-A), RVM1(WS-B), RVM1(WS-A, B) RVM2, RD1, RD2, RD3, RD4, RD5, RS1 and RT1 zones, the following landscaping requirements apply:

**FIGURE 9 - REQUIRED LANDSCAPING**

<b>Lot Frontage</b>	<b>Amount of landscaping required in front or exterior side yard</b>	<b>Amount of soft landscaping required in front or exterior side yard</b>
6 to 11.99 m	33% of front yard must be landscaped	60% of the landscaped area must be soft landscaping
12 m and greater	50% of the front yard must be landscaped	60% of the landscaped area must be soft landscaping

In the R1V, R1, R2, R3, R4, R5, RD1, RD2, RD3, RD4, RD5, RS1 and RT1 zones:

- lots that have a rear yard area of greater than 135 square metres have additional landscaping restrictions
- the portion of area in excess of 135sqm shall be 60% soft landscaping

### Permitted driveway width

There are restrictions on the permitted width of driveways based on the size of the property and landscaping requirements. If landscaping requirements cannot be sustained when widening the driveway, the widening will not be permitted.

**FIGURE 11 - EXAMPLE OF INCORRECT DRIVEWAY WIDENING**

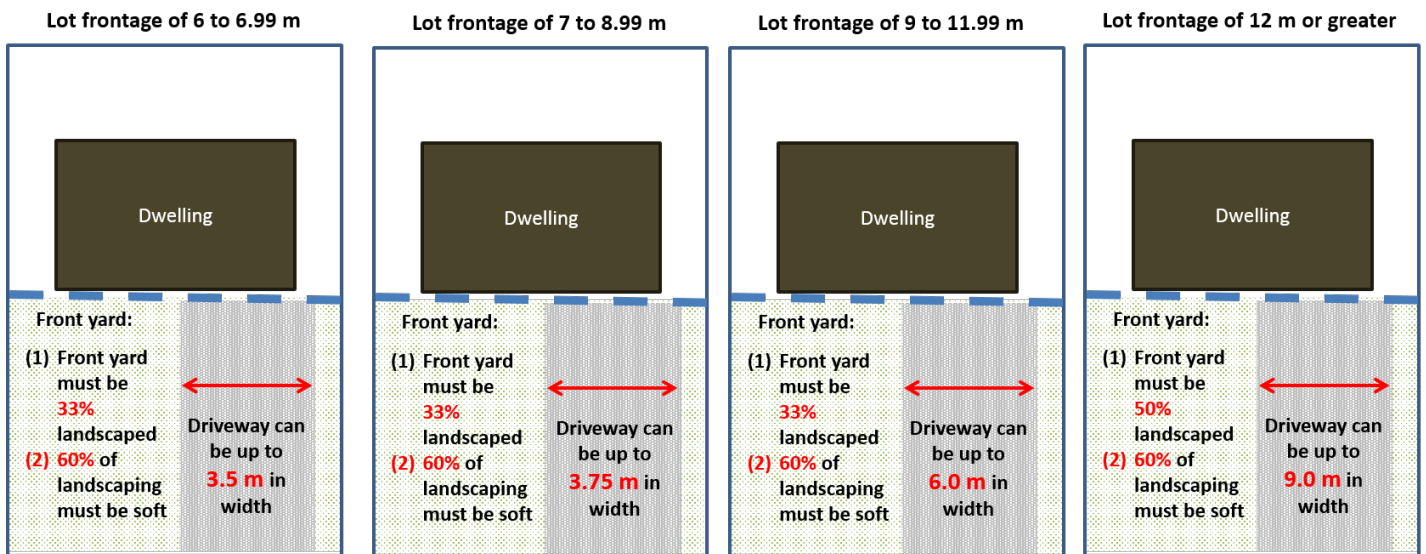


### Dimensions of driveways

Within the City boulevard, the maximum width of a driveway shall be 6 metres measured at the street curb. Circular driveways may have a maximum combined width of 9 metres measured at the street curb. In Rural Residential zones, circular driveways are permitted to have a maximum combined width of 15 metres at the street curb. See the [application brochure](#) for more information.

Driveways in either front or exterior side yards must be constructed in accordance with the following:

**FIGURE 10 – LANDSCAPING REQUIREMENTS FOR FRONT OR EXTERIOR SIDE YARD DRIVEWAYS REQUIREMENTS**



## How to apply for a Curb Cut and Driveway Widening permit

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A permit is required to obtain permission for the curb cut and driveway widening. You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

Transportation Services, Parks and Forestry Operations

Joint Operations Centre

2800 Rutherford Road (between Jane and Keele, in which the driveway is off Melville Ave. beside the Police Station)

Vaughan, ON L4K 2N9

Telephone: 905-832-2281

Email: [works@vaughan.ca](mailto:works@vaughan.ca)

Application brochures: [Curb cut and driveway widening application process and information](#)<sup>HYPERLINK</sup>

"<http://www.vaughan.ca/bylaw>"

## Additional information

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Area	Resource
Legislation	<a href="#">Zoning By-law</a>
Webpage	<a href="#">Curb cuts and driveway widenings</a>
Staff contacts	Transportation Services, Parks and Forestry Operations Telephone: 905-832-2281 Email: <a href="mailto:works@vaughan.ca">works@vaughan.ca</a>

## Road obstructions

The City's goal is to ensure safe passage of all vehicles on roads in Vaughan, including all personal vehicles, emergency vehicles, road-work trucks and garbage trucks. As such, it is a priority to prevent unsafe road obstructions and when they arise, to remove them as soon as possible. Unexpected obstacles are a collision hazard for drivers, especially after dark.

Something can be considered a road obstruction if it is located on the road or the boulevard, which is the land closest to the road between the front or side lot line and the paved street. Examples of road obstructions include, but are not limited to, construction bins or landscaping materials, such as sod and mulch.

**FIGURE 12 - EXAMPLES OF ROAD OBSTRUCTIONS**

### How to apply for a road cut (road occupancy) permit

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The City of Vaughan has the right to regulate the occupancy of the City's roadways, boulevards or open spaces during construction or repair of utilities, and requires all persons proposing to perform work upon or via the City's roadways, boulevards or open spaces to obtain a [Road Cut \(Road Occupancy\) Permit](#).

The purpose of the Road Cut (Road Occupancy) Permit is to:

- provide notice to the City of proposed works by an individual, contractor or company
- provide review for potential conflicts with the City's current or future interests, and for compliance to City standards
- ensure the applicant completes the site restoration in a timely manner
- collect fees to cover the administrative costs incurred by the review of each application
- complete an inspection to confirm restoration of the site

Examples of when a Road Cut Permit would be required, include when a contractor:

- requires access to the rear or side yard via the City's roadways, boulevards, parkland or open spaces
- needs to cross a boulevard at a location other than at the driveway, in order to gain access to private property for construction activities, such as for landscaping or shed installations

You can apply in-person at the location below, from Monday to Friday, 8:30 am to 4:30 pm (except for statutory holidays):

Transportation Services, Parks and Forestry Operations Department

Joint Operations Centre

2800 Rutherford Road (between Jane and Keele, in which the driveway is off Melville Ave. beside the Police Station)

Vaughan, ON L4K 2N9

Telephone: 905-832-2281

Application form: Road Cut Occupancy

[https://www.vaughan.ca/services/residential/roadway\\_permits/Pages/default.aspx](https://www.vaughan.ca/services/residential/roadway_permits/Pages/default.aspx)Permit



**Additional information**

To find out more about road occupancy permits, contact City of Vaughan Transportation Service, Parks and Forestry Operations.

Area	Resource
Legislation	By-law 294-94
Webpage	<a href="#">Roadway permits</a>
Staff contacts	Transportation Services, Parks and Forestry Operations Telephone: 905-832-2281 Email: <a href="mailto:UC@vaughan.ca">UC@vaughan.ca</a>

## Decks, porches, patios and other renovations projects

Renovators may undertake a variety of projects for which different permits are required. Examples of other projects which may require a permit include:

- basement walkout/up
- structural alterations, such as underpinning and removal of structural walls
- basement finishing
- demolition
- grading permits
- interior alterations
- new building and addition
- new door and window openings
- new home/additions residential, single family detached, semi detached and townhomes
- porch enclosures

A list of permits is available online on the [Building Permit Administration](#) page; to verify which permits are required for your project, you may contact the Building Standards department:

Building Standards Department  
 Vaughan City Hall  
 2141 Major Mackenzie Dr., 1<sup>st</sup> floor  
 Vaughan, ON L6A 1T1  
 Telephone: 905-832-8510  
 Email: [buildingstandards@vaughan.ca](mailto:buildingstandards@vaughan.ca)

### Additional information

<b>Area</b>	<b>Resource</b>
Legislation	<a href="#">Zoning By-law</a> Various other By-laws, as referenced in specific permit applications
Webpage	<a href="#">Building Permit Administration</a>
Additional resource	See the <a href="#">Building Permit Administration</a> page for application forms.
Staff contacts	Building Standards Department Telephone: 905-832-8510 Email: <a href="mailto:buildingstandards@vaughan.ca">buildingstandards@vaughan.ca</a>